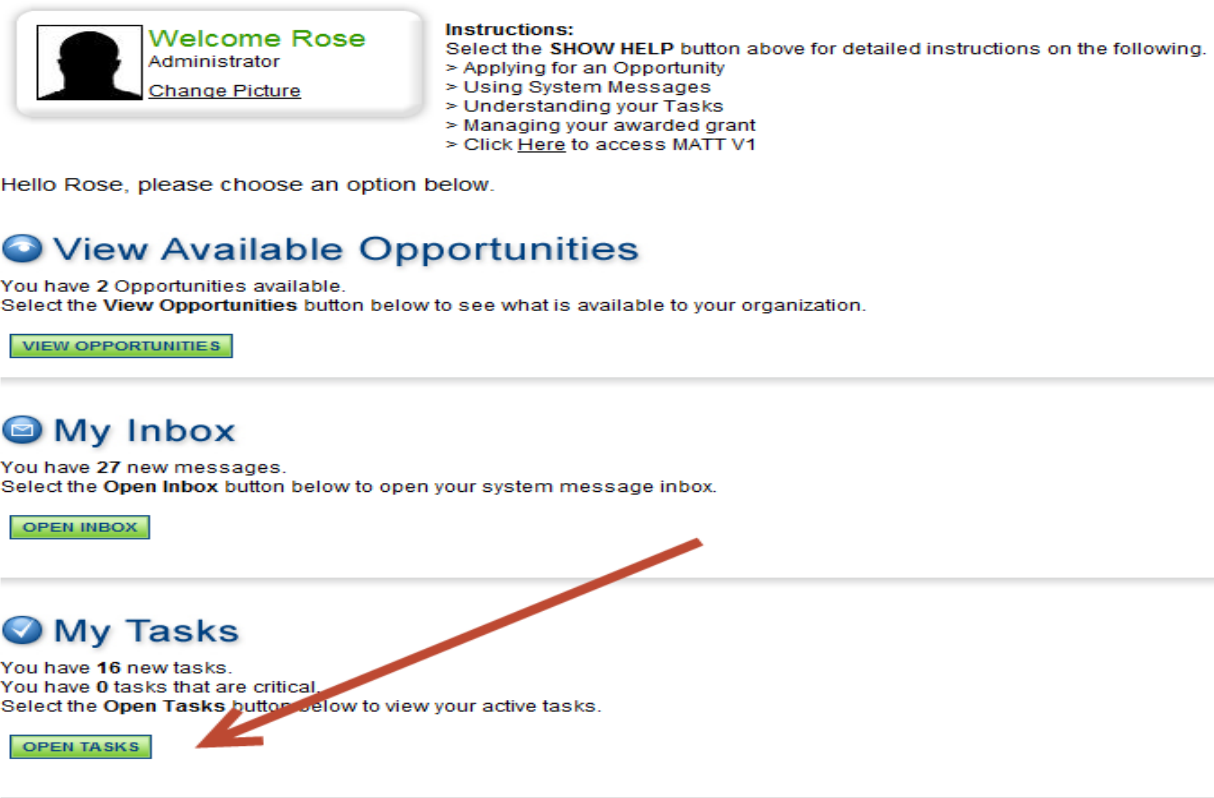


Instructions for Initiating and Submitting a Grant Amendment in MATT 2.0

1. The Administrator or Authorized Official logs into the MATT 2.0 system at:
<https://mshda-matt.org/login2.aspx?APPTHEME=MIMSHDA>.



2. Click on the “OPEN TASKS” button under the “My Tasks” section on the main menu.



3. Click on the Grant (Grant Executed) to be amended.

Grant	Rose Test Org	HML-2014-Rose Test-9881-SP-07	Grant Executed	6/24/2014
Grant	Rose Test Org	HML-2014-Rose Test-9881-SP-10	Amendment Request In Progress	5/21/2014
Progress Report	Rose Test Org	ESGPR-2013-9881-00009	Progress Report In Progress	7/1/2014

4. Once the Grant menu appears, click “Change the Status”.



5. Click “Amendment Request in Progress”.

Possible Statuses

AMENDMENT REQUEST IN PROGRESS

APPLY STATUS



6. To change the budget, grant term and/or program description click “Grant/Budget Amendment Request”.



7. After selecting the item(s) to be amended and entering the reason for the amendment, click “SAVE”, then click on the Document No. to navigate back to the grant forms menu.

A screenshot of the 'GRANT/BUDGET AMENDMENT REQUEST' form. The form includes a 'Back' button, 'Document Information: HML-2014-Rose Tes-9881-SP-09', and a 'Details' button. Below this is a breadcrumb trail: 'You are here: > Grant Menu > Forms Menu'. The main section is titled 'GRANT/BUDGET AMENDMENT REQUEST' and contains instructions: 'Click the appropriate checkboxes and explain the reason for the amendment in the text area below the checkboxes. Click the Save Selections button. Specific fields on all of the tabbed pages will be opened for editing depending on what you have checked.' The form has a section for 'Amendment Number' with checkboxes for: 'Change Budget' (checked), 'Change Grant Term', 'Change Program Description', 'Change Special Condition', and 'Change Grant Number/ Funding Source Year'. A red arrow points to the 'SAVE' button in the top right corner. Another red arrow points to the 'Document Information' link. A third red arrow points to the 'Describe the reason for the amendment:' text area, which contains the text: 'Requesting to move \$2,000 from Prevention FA to Rehousing FA'.

8. To amend the Program Description, click the Program Description Link; to amend the Budget, click the “Grant Budget” link; to amend the Grant Term, click the “Grand Funding Information” link. Make the change(s) needed on the form(s), “SAVE” the page(s), click the Document No. to navigate back to the Grant menu screen.



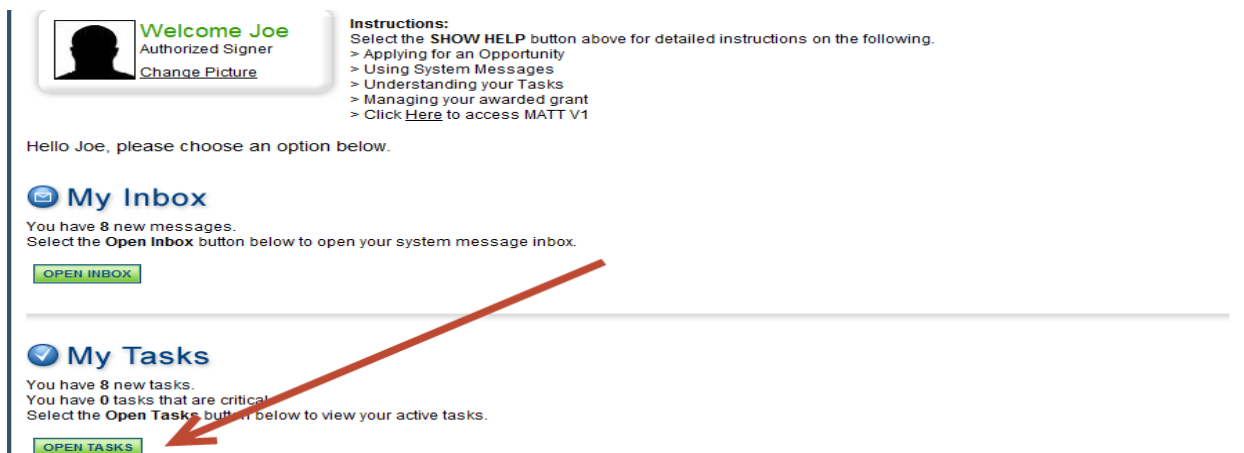
9. To cancel the Amendment, click “Change the Status”.



10. Then click “Cancel Amendment”.



11. After the Amendment request is complete, the Authorized Signer logs in and clicks on the “OPEN TASKS” button under the “My Tasks” section on the main menu.



12. The Authorized Signer clicks “Amendment Request in Progress”.

My Tasks

Export Results to: Screen Sort by: -- Select -- GO

Grant	Rose Test Org	HML-2014-Rose Tes-9881-SP-04	Grant Executed	6/12/2014
Grant	Rose Test Org	HML-2014-Rose Tes-9881-SP-05	Grant Executed	6/17/2014
Grant	Rose Test Org	HML-2014-Rose Tes-9881-SP-07	Grant Executed	6/24/2014
Grant	Rose Test Org	HML-2014-Rose Tes-9881-SP-09	Amendment Request Submitted	7/16/2014
Grant	Rose Test Org	HML-2014-Rose Tes-9881-SP-10	Amendment Request In Progress	7/16/2014

13. After reviewing the Amendment request, the Authorized Signer clicks the Document No. to navigate back to the Grant Menu.

[Back](#)

Document Information: [HML-2014-Rose Tes-9881-ESF-06](#)

[Details](#)

You are here: > [Grant Menu](#) > [Forms Menu](#) > Budget

14. Then clicks “Change the Status”.

Administrative Tools

- [Modification History](#)
- [Change the Status](#)
- [Status History](#)
- [Related Items](#)
- [Add/Edit People](#)

15. Authorized Signer either submits the Amendment to MSHDA for review or cancels the Amendment.

Possible Statuses

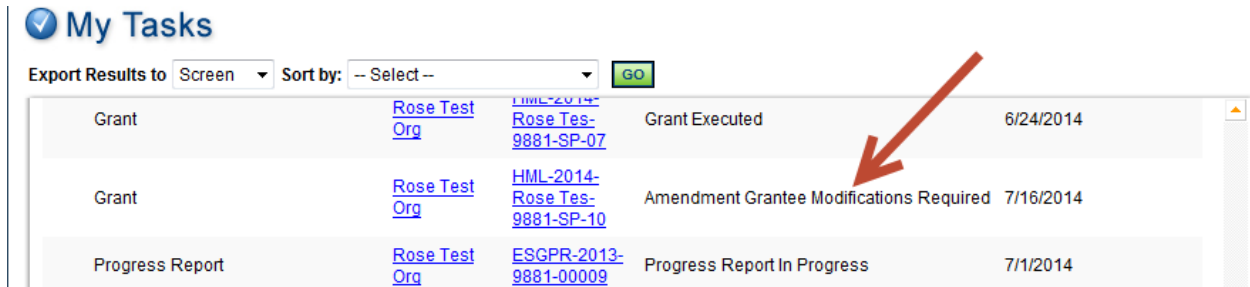
AMENDMENT REQUEST SUBMITTED

APPLY STATUS

ROLLBACK TO GRANT EXECUTED

CANCEL AMENDMENT

16. If the Amendment is returned for modifications from MSHDA, the Authorized Official or Administrator logs in and clicks the “OPEN TASKS” button under the “My Tasks” section on the main menu and clicks “Amendment Grantee Modifications Required”. Follow Steps 6-8 to make the requested modification(s), “SAVE” the change(s), and then click on the Document No. at the top of the screen to navigate back to the grant menu.



My Tasks				
Export Results to: Screen Sort by: -- Select -- GO				
Grant	Rose Test Org	HML-2014-Rose Tes-9881-SP-07	Grant Executed	6/24/2014
Grant	Rose Test Org	HML-2014-Rose Tes-9881-SP-10	Amendment Grantee Modifications Required	7/16/2014
Progress Report	Rose Test Org	ESGPR-2013-9881-00009	Progress Report In Progress	7/1/2014

17. The Authorized Signer logs in, following Steps 11-15 and either submits or cancels the Amendment.